

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FEDERAL PROGRAMS

DATE: AUGUST 28, 2006

COMMITTEE MEMBERS PRESENT:

Supervisors Bentley
VanNess
Mason
Geraghty
Girard

OTHERS PRESENT:

William Resse, Director - Employment &
Training Administration
Candace Kelly, Director - Office for the Aging
Christine Sabo, Office for the Aging Fiscal
Manager
Joan Parsons, Commissioner of Administrative
and Fiscal Services
Joan Sady, Clerk
Amanda Allen, Legislative Office Specialist

Mr. Bentley called the meeting of the Federal Programs Committee to order at 11:30 a.m.

Motion was made by Mr. Girard, seconded by Mr. Geraghty and carried unanimously to approve the minutes of the July 25, 2006 meeting subject to correction by the Clerk of the Board.

Privilege of the floor was extended to William Resse, Director of the Employment & Training Administration, who distributed copies of his agenda to the Committee members; a copy of the agenda is on file with the minutes. Mr. Resse began with item number one of his agenda, which was a request to amend the 2006 County Budget in the amount of \$25,000 to reflect the receipt of New York State grant funds to be used for dislocated worker training.

Motion was made by Mr. Mason, seconded by Mr. Geraghty and carried unanimously to approve the request as outlined above and refer same to the Finance Committee.

Item number two, Mr. Resse advised, was a review of the 2007 Budget proposal. He noted that the budget request was primarily salary related because the operating budget consisted of grant funds received and added by resolution throughout the year.

Mr. Resse distributed an accounting of WIA (Workforce Investment Act) funding dating back to 2000; a copy of the document is on file with the minutes. He advised that the WIA federal funding had decreased over the past years and in July of 2006 another drastic cut had been anticipated; however, he added, New York State had protested the federal cut and the WIA funding was maintained. He said that he was given a draft allocation figure of \$535,843, which was very close to the amount received in 2005. Mr. Resse noted that funding fluctuated from year to year based on Federal and State grants.

Mr. Resse advised that included in his agenda were salary charts listing all of the employees and salaries of which his department was comprised. He reminded the Committee that the Employment and Training Budget ran from June 1st to May 31st and the figures given were estimated for January 1st to December 31st.

There were some changes in the salary budget, Mr. Resse advised, which were outlined in a separate packet, also included in the agenda. He said that the changes were as follows:

- 1) Employee No. 5155, Katherine LaHaise, was listed as a part time employee but had been working 3/4 time and he anticipated the same for 2007.
- 2) Under Department 51.01 a Grade 13 Training Coordinator position which was marked as vacant on the salary chart was actually filled by Employee No. 10379 (Karen Sommer). He added that the position was to be moved to Department No. 51.03 which was the Youth Department.
- 3) Under Department 51.01, he had requested the deletion of a Grade 8 Employment & Training Coordinator position; Mr. Resse said that the position was vacated due to retirement and was no longer needed.
- 4) Mr. Resse referenced a vacant JTPA, (Job Training Partnership Act), position under Department 51.02 and asked that the position be left open but the salary reduced to zero, for possible use in the future.
- 5) Employee No. 10379, Karen Sommer, was listed on the salary schedule under Department 51.03 with a 2007 salary of \$31,440, however, Mr. Resse said that it should be \$34,733.
- 6) Mr. Resse had anticipated 50 Worker Experience Aids at a cost of \$50,000 under Department 51.06, however, he said that was unrealistic; the correct figure, he said would be 25 Aids at a cost of \$50,000.
- 7) Department 51.23 estimated Employment and Training Administration Staff charges of \$2,150, however, Mr. Resse stated that he did not anticipate any staff charges and requested that the salary schedule be reduced to zero.

Mr. Resse advised the Committee that under Budget Code A.6287 (Summer Success/ETA) \$1,100 was appropriated in 2006 and he had eliminated that funding for 2007. Mr. VanNess asked if the minuscule funding should be kept in the budget for 2007 in case it was needed and Mr. Resse indicated that the funding was derived from a contract with the Youth Bureau which he was not sure would be available in the future. He said that if the funds became available he would request a resolution to amend the budget at that time. Joan Parsons, Commissioner of Administrative and Fiscal Services, clarified that the funds could not be included in the budget because they were grant funds and could not be listed if they were not guaranteed.

Mr. Girard asked for clarification with respect to the salary change for Employee No. 10379 (Karen Sommer), and Mr. Resse explained that she had been working in the lower paying position but was displaced due to layoffs and now that a position had opened, she

was working at the higher pay scale.

Motion was made by Mr. VanNess, seconded by Mr. Geraghty and carried unanimously to approve the salary schedule and changes for the Employment and Training Administration and forward same to the Budget Officer.

In closing, Mr. Resse advised the Committee that improvements had been made by New York State and the property owner to the space currently occupied by the Employment and Training Administration and the New York State Department of Labor. He said that both departments were moving into their designated areas and were currently waiting for phone and data technology issues to be addressed. He anticipated that all of the staff would be settled in and working shortly.

Privilege of the floor was extended to Candace Kelly, Director of Office for the Aging, who distributed copies of her agenda to the Committee members. Mrs. Kelly apprised that item 1a of her agenda was a request for transfer of funds to cover shortages in A.6777 USDA foods and A.6784 USDA Snap foods.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the transfer as outlined above and to refer same to the Finance Committee.

Item 1b, Mrs. Kelly advised, was a request to submit application for funding for the AAA Transportation Program. She explained that New York State had offered \$5,000 each to Warren and Hamilton Counties for transportation costs; Mrs. Kelly noted that the authorization was being requested to apply for the \$10,000 funding on behalf of both Counties.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September Board meeting. A copy of the resolution request form is on file with the minutes.

Mrs. Kelly stated that item 1c of the agenda was a request to amend the 2006 County Budget in the amount of \$10,000 to reflect the receipt of the AAA Transportation grant once received, as previously noted.

Motion was made by Mr. Mason, seconded by Mr. VanNess to approve the request as outlined above and refer same to the Finance Committee.

Returning to the agenda, Mrs. Kelly explained that although the intent was to move the Warrensburg meal site to the Countryside Adult Home, the lease held with the First United Methodist Church, for the space currently occupied, expired in September. She said that the Church had agreed to extend the lease for up to one year, although Mrs. Kelly did not anticipate that the full year would be needed. She said that item 1c of the

agenda was a request for an extension of the contract held with the First United Methodist Church for the term September 20, 2006 through September 19, 2007 for an amount not to exceed \$10,801.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September Board meeting. A copy of the resolution request form is on file with the minutes.

Item number two of the agenda, Mrs. Kelly apprised, referred to the POE (Point of Entry) system. She said that because it was not feasible to set up a POE location in Hamilton County due to their lack of clients, the Hamilton County Board of Supervisors asked that the POE system set up in Warren County be used to facilitate both Counties. Mrs. Kelly advised that federal funding would be received for both Counties for use in setting up the Warren County POE and coordinating the services with the Hamilton County Department of Social Services.

Motion was made by Mr. Mason, seconded by Mr. Girard and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September Board meeting. *(Please note that the resolution was not necessary as it was submitted and approved at the Social Services Committee meeting held on August 29th.)*

Mrs. Kelly introduced Christine Sabo, Office for the Aging Fiscal Manager, to present the 2007 Budget proposal. Ms. Sabo distributed copies of the budget request to the Committee members, a copy of which is on file with the minutes.

Ms. Sabo apprised that the 2007 Budget request was \$2,263,448, as compared to the 2006 appropriations of \$2,164,386; an increase of \$99,062. She explained that the budget had been greatly impacted by the discontinuation of three federally funded programs which were the SPAP (State Pharmaceutical Assistance Program), Title V Program and the Homeland Security Grant.

Ms. Sabo noted that both the SPAP and Title V Program were fully funded by the Federal Government and affected the salary distribution schedule. She added that the Homeland Security Grant would be allotted to DPW (Department of Public Works) in 2007.

Ms. Sabo said that rising fuel prices, drastic increases in the number of volunteer drivers seeking reimbursement *(she noted that the mileage vouchers for the month of July alone were \$4,174)* and an increase in the price of the office space leased at the CNA building, from \$3,616 to \$3,761 per month, had led to increases in the 2007 Budget request.

Ms. Sabo directed the Committee to the portion of the budget reflecting the salaries requested for the department and the changes to them. Ms. Sabo noted the following salary decreases:

1)	A.6772	Meal Site Manager	
		Ruth Colchester, Meal Site Mgr. Retired	-\$24,014.00
		Replaced by Helene Rabine	\$19,065.00
		Net Change	-\$ 4,949.00
2)	A.6772	Food Service Help	
		Helene Rabine promoted to Meal Site Mgr.	-\$17,589.00
		Replaced by Margaret Hoey	\$16,342.00
		Net Change	-\$ 1,247.00
3)	A.6775	Title V closed out	-\$28,080.00
		Net Change	-\$28,080.00
4)	A.6771	Meal Site Manager	
		Vacancy	-\$11,058.00
		Filled by Josephine Weaver	\$10,895.00
		Net Change	-\$ 163.00
Total Changes			-\$34,439.00

Ms. Sabo advised that the figure listed under Code A.6770 (LTCIEOP, (Long Term Care Insurance Education and Outreach Program)) was slightly different than the one listed under State Revenue because it did not include fringe benefits; however, she said, the program was fully funded.

In closing, Ms. Sabo stated that the overall increase to the 2007 budget request was 4.58% and was primarily attributed to the loss of the SPAP salary grants and the increase in the cost of the office space leased.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the Office for the Aging Budget proposal, authorize the Committee Chairman to sign them and submit same to the Budget Officer.

General discussion ensued.

Mrs. Parsons referred to the transfer of funds request presented by Mrs. Kelly earlier in the meeting and noted that normally USDA costs were 100% reimbursable; she asked if the funds transferred would be reimbursed and Mrs. Kelly said that they would be.

Mr. Mason asked if more functions would be absorbed from Hamilton County by allowing them to use the POE system instituted in Warren County and she said that there would not. She noted that more services were provided in Hamilton County than in the past, but because they had no hospital or nursing home and the number of applicants for Long Term Care services were so minimal, it was not feasible to administer a POE

program in Hamilton County. Mrs. Kelly said that she would be working between both Hamilton and Warren Counties to institute the POE program.

As there was no further business to come before the Federal Programs Committee, on motion made by Mr. VanNess and seconded by Mr. Geraghty, Mr. Bentley adjourned the meeting at 11:55 a.m.

Respectfully Submitted,
Amanda Allen, Legislative Account Specialist